



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

29TH OCTOBER 2024

1. ANNUAL GENERAL MEETING – SATURDAY, 2 NOVEMBER 2024

Please take note that our AGM is taking place on Saturday, 2 November 2024 in our school hall at 07:30. The Notice and Agenda was sent out with Newsletter No. 18. We would appreciate it if all parents make every effort to attend this important meeting, where we have to have a quorum to approve the 2025 budget and various other school matters.

A hard copy of the AGM Report for the period September 2023 until August 2024 was sent out with Newsletter No. 19.

2. PARKING FOR PARENTS ON SATURDAY, 2 NOVEMBER 2024

Parking in New Forest Road is reserved for staff. Parents are requested to please park in Cowie, Birnam and Rannoch Road where security guards will be placed.

3. LUCKY DRAW

At the AGM there will be a lucky draw for 4 prizes. When you register for the AGM, you will receive a free lucky draw ticket. The draw will take place at the closing of the AGM. If your ticket is drawn and you are not present, we will need to draw another winning ticket.

4. SCHOOL CAMPS

- ◆ **WEP Juniors:**

Monday, 4 November until Wednesday, 6 November 2024

- ◆ **Foundation Phase A:**

Wednesday, 6 November until Friday, 8 November 2024

- ◆ **Foundation Phase:**

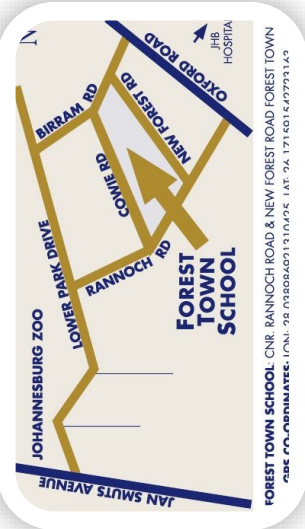
Monday, 11 November until Wednesday, 13 November 2024

- ◆ **Foundation Phase B:**

Wednesday, 13 November until Friday, 15 November 2024



T: 011 646 0131
E: info@fts.org.za



Our high speed Internet Providers

COOL IDEAS www.cisp.co.za

VUMFA www.vumatel.co.za

5. CODE OF CONDUCT FOR LEARNERS
Our Code of Conduct for Learners can be read on the schools' website. Please make sure to familiarize yourself with the content of this code of conduct. [Read here](#)

6. FOREST TOWN SCHOOL BECOMING A CASHLESS ENVIRONMENT Forest Town School will not accept cash payments anymore. Please do not send cash with a learner or driver anymore. Please use one of the following methods:

- ♦ FNB ATM deposit – make sure to send proof of payment to the school immediately.
- ♦ EFT – make sure to send proof of payment to the school immediately.
- ♦ Speed point facility is available at the school for card payments.
- ♦ Pay Fast is also available on the schools' website.

7. SCHOOL FEES
Please see that all School Fee payments are kept up to date, to avoid being handed over. If the school fee account is in arrears, a Letter of Demand will be issued. Please contact the Finance Office (Lorraine) at accounts@fts.org.za should you have any queries with regard to your School Fee Statement.

8. PAYMENTS FOR SCHOOL AND TRANSPORT FEES & PROOF OF PAYMENTS
When Parents are making payments towards School Fees or Transport Fees, kindly use the name and surname of the learner and state School Fees/Transport Fees as reference. It becomes very difficult if we have no clear reference. Once the Fees are identified, it makes it easier to generate the correct invoice. Banking details for Forest Town School:

| | |
|-----------------|--|
| Bank: | First National Bank |
| Branch Number: | 253305 |
| Account Name: | Forest Town School |
| Account Number: | 50371715200 |
| Reference: | Name and Surname of child and state if school or Transport fees. |

When making EFT payment, please send proof of payment IMMEDIATELY to: accounts@fts.org.za

9. DEBT COLLECTING ENQUIRIES
Kindly direct any debt enquiries to Lerato at leratom@fts.org.za

10. IMPORTANT DATES FOR TERM 4 - 2024

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| AGM & Parents Day | Saturday, 2 November 2024 |
| Finance, Maintenance & Transport Meeting | Monday, 11 November 2024 |
| SGB Meeting | Monday, 11 November 2024 |
| School closing @ 12:00 for learners | Monday, 25 November until Wednesday, 11 December 2024 |

11. SCHOOL OPENING FOR LEARNERS IN 2025:
Wednesday, 15 January 2025

MRS. RONALDA LUCAS
PRINCIPAL